

2 FAM 1290

CERTIFICATES OF AUTHENTICATION AND FEES FOR SERVICES

(TL:GEN-1023; 03-28-1968)

2 FAM 1291 THE AUTHENTICATION OFFICER

(TL:GEN-1023; 03-28-1968)

An employee of the Department of State is designated as Authentication Officer, or Acting Authentication Officer, by the Secretary of State and is assigned to the Office of Operations. The designee is authorized to sign and issue certificates of authentication under the seal of the Department of State for and in the name of the Secretary of State, or the Acting Secretary of State.

2 FAM 1292 MATERIAL TO BE AUTHENTICATED

(TL:GEN-1023; 03-28-1968)

Material which requires authentication is forwarded to the Authentication Officer, Office of Operations. Such material may include, but is not limited to, the following:

- a. General powers of attorney.
- b. Application and registration of trademarks for filing abroad.
- c. Documents regarding births, deaths, and marriages of international character.
- d. Documents executed by consular officers for use by foreign governments or by another consular officer.
- e. Documents of foreign consuls for use in this country.
- f. Federal Register material.
- g. All files or documents from the Department of State bearing on fraudulent naturalization and associated certificates, for use by other Government agencies or in court.
- h. Seals of other executive departments and independent agencies.

2 FAM 1293 CERTIFICATE OF AUTHENTICATION FORM

(TL:GEN-1023; 03-28-1968)

The form of authentication shall be as follows:

I certify that

In testimony whereof, I, _____ ,
Secretary of State, have hereunto caused the
seal of the Department of State to be affixed
and my name subscribed by the Authentication
Officer of the said Department, at _____
in, _____ , this _____ day _____ of _____ ,
19____.

Secretary of State

By _____
Authentication Officer
Department of State

2 FAM 1294 SCHEDULE OF FEES FOR DEPARTMENTAL SERVICES

2 FAM 1294.1 Authority

(TL:GEN-1023; 03-28-1968)

The schedule of fees prescribed in section 2 FAM 1294.2 is established under the authority of section 4, 63 Stat. 111; 22 U.S.C. 2659.

2 FAM 1294.2 Fees for Services

(TL:GEN-1023; 03-28-1968)

With respect to applications for services received on or after November 28, 1967, the following schedule of fees applies:

SCHEDULE OF FEES

ITEM NO.	DESCRIPTION	FEE
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1. Charges for searching and copying service are as follows:

- a. For each search for a record and for making a copy or extract thereof, by photostat or other wise (single page)..... \$2.00
- b. For each additional copy of the first page for 25 copies or less, for each copy of the second page for 25 copies or less, for each additional page for 25 copies or less..... \$0.60
- c. For each copy in excess of the 25 copies of each page..... \$0.20
(This fee does not apply to such customary activities as insurance of copies of records (1) from supplies kept for distribution, such as press releases and information leaflets; (2) as part of normal and generally reciprocal services performed by the Library of the Department at the request of similar agencies or institutions; or

(3) in lieu of or as enclosures to letters with the purpose of saving costs in preparing mail.)

(This routine servicing of requests of persons having permission to do research in the records under 5 FAM 1832 is not to be considered as searching within the meaning of this item. Any copying performed under this proviso, including the first of any first page, shall be at the rate indicated in items 1b or 1c, and authenticating at the rate under item 3.)

2. For each signed statement of negative result of a search for a record, same as item 1..... \$1.00
3. For certifying under official seal that a copy or extract made by the Department from its records is a true copy..... \$1.00
4. Authenticating a Federal, State or Territorial seal, or certifying to the official status of an officer of the U.S. Department of State, a foreign diplomatic or consular officer accredited to (or recognized by) the U.S. Government, on any document submitted to the Department for that purpose..... \$2.50
5. Any Service described in items 1 through 4, when:
 - a. Required for official use by an agency of the Federal Government or of any of the States or their subdivisions or of the District of Columbia, or of any of the Territories and possessions of the United States..... No fee
 - b. Required for official use by a foreign government, or by an international agency of which the Government of the United States is a member, or by a foreign official to whom the United States has granted diplomatic or consular status, in circumstances where furnishing the service is an appropriate courtesy..... No fee

- c. Performed in response to a subpoena or other order of a court.
(However, fees are chargeable when the service is for the benefit
to a party in interest and a court order or subpoena is issued in
his behalf.)..... No fee
- d. Performed in providing to a party in interest, one copy of the
transcript of a hearing held before a panel, board, or other
authority of the Department..... No fee
- e. Performed in providing to a party in interest, for delivery to
and retention by an agency of the Federal Government, one copy
under seal of a personal document (namely, consular form report of
birth, certificate of witness to marriage, report of death of an
American citizen, etc.)..... No fee
- f. Performed in providing to a near relative or legal
representative, one copy under seal of a consular form report of
death of an American citizen..... No fee

2 FAM 1294.3 Other Departmental and Foreign Service Fees

(TL:GEN-1023; 03-28-1968)

Other fees to be charged by the Department and Foreign Service posts for services performed are set forth in title 22, chapter 1, Code of Federal Regulation. (see 5 FAM 480 Appendix A .)

Fees for passport services are set forth in 22 CFR 51.61; notarial and related services, 22 CFR 92; international traffic in arms, 22 CFR 122; fees in connection with visa services, 22 CFR 41, 42; services to foreign vessels and seamen, 22 CFR 88; and miscellaneous services, 22 CFR 131.

Regulations on rendition of services performed by posts and deposit of funds at posts are prescribed in 22 CFR 22.2 and 22.6.

2 FAM 1294.4 Requests for Services Subject to Department Schedule of Fees

(TL:GEN-1023; 03-28-1968)

The following procedures and requirements apply to requests for Department services subject to the schedule of fees in section 2 FAM 1294.2:

a. A request to services, accompanied by remittance of the exact total fee chargeable (as well as by a stamped, self-addressed return envelope if certified mail, registered mail, airmail, or special delivery mail service is desired) shall be addressed to the Authentication Officer, Department of State Washington, D.C. 20520.

b. Remittance shall be in the form either of (1) check or bank draft drawn on a bank in the continental United States, or (2) postal money order, or (3) cash. Remittances are made payable to the order of the Department of State. The Department assumes no responsibility for cash which lost in the mail.

c. Fees must be paid in full prior to issuance of requested documents. If a requester is uncertain of the existence of a record, or the number of sheets to be copied, and does not remit the exact fee chargeable with the request, the Department informs the interested party of the exact amount required.

2 FAM 1294.5 Exemptions from Departmental Fee Schedule

(TL:GEN-1023; 03-28-1968)

The fees prescribed in section 2 FAM 1294.2 do not apply to services performed in connection with a special research study or compilation when the party requesting such services is charged an amount for the whole job, pursuant to Exhibit A of Bureau of the Budget Circular No. A-28, January 23, 1954. (See also 5 FAM 480 Appendix A .)

2 FAM 1295 PROCESSING REQUESTS THROUGH THE DEPARTMENT

2 FAM 1295.1 Responsibility of Action Office

(TL:GEN-1023; 03-28-1968)

The office with action responsibility for the subject matter of a request for searching, copying, or authentication of records maintained by the Department is responsible for processing the request. This office determines, in consultation with other offices as necessary, the propriety of fulfilling a request for a copy of a record.

2 FAM 1295.2 Responsibility of Authentication Office

(TL:GEN-1023; 03-28-1968)

In addition to being responsible for the issuance of certificates of Authentication, the Authentication Office:

- a. Receives, records, and accounts for , in accordance with procedures established jointly with the Financial Services Division, all moneys received by the Department in connection with requests for documentation services.
- b. Assigns a service number to each documentation service involving the collection of a fee, and to each authentication service performed.
- c. Determines that the fees assessed for services rendered are in accordance with the Departmental Schedule of Fees for Services (see section 2 FAM 1294).
- d. Transmits the completed documents and DS-1072, Notice of Completed Action, to the requester (see section 2 FAM 1297).
- e. Initiates refund action to the requester if the fee deposited for the service rendered is \$1.00 or more in excess of the fee actually due. Any excess under \$1.00 will not be refunded except on receipt of a written request by the interested party.

2 FAM 1295.3 Remittance Received in the Department

(TL:GEN-1023; 03-28-1968)

Any office which receives a request for a service accompanied by a remittance in any amount immediately forwards both the request and the remittance to the Authentication Office, Office of Operations, for recording and deposit of funds. As an exception to this requirement, an office receiving a request, which it is immediately obvious cannot be fulfilled by the Department, returns the remittance with appropriate reply to the requester, without reference of the matter to the Authentication Office.

2 FAM 1295.4 Processing Requests by Authentication Office

(TL:GEN-1023; 03-28-1968)

Requests for services received by the Authentication Office are processed as follows:

a. Requests Accompanied by Remittance

The Authentication Office records the request, assigns the service number on the request, and forwards the request to the action office. The remittance is deposited with the Treasury Department in accordance with instructions from the Financial Services Division.

b. Requests Unaccompanied by Remittance

Requests received in the Authentication Office without a remittance are forwarded to the action office without recording.

(When the Authentication Office is the action office, the procedure prescribed in section 2 FAM 1295.5 apply.)

c. Completed Requests

When a request for a service has been completed, and DS-1072 has been prepared by the action office to transmit the completed documents to the requester, the Authentication Office verifies the adequacy of the remittance for the services performed under the schedule of fees (section 2 FAM 1294.2). When an adequate remittance has been received by the Authentication Office, the completed request is transmitted to the requester, and arrangements made for the processing of any refund due the requester (section 2 FAM 1295.2e).

2 FAM 1295.5 Processing Requests by the Action Office

(TL:GEN-1023; 03-28-1968)

The office having action responsibility, upon receiving a request for a service coming within the meaning of the schedule of fees, takes the following action:

a. Unless a request accompanied by a remittance is obviously one which cannot be granted, both the request and the remittance are forwarded to the Authentication Office for recording and deposit of funds (see section 2 FAM 1295.6).

b. On return of a request from the Authentication Office, or on receipt of a request without accompanying remittance, the action office checks the records to determine the availability of the requested documents, and computes the amount of the fee necessary to cover the cost of the service.

c. If an additional remittance is required, the action office completes and sends DS-1071, Notice of Required Deposit for Documentation or Information Relating Thereto, to the requester (see section 2 FAM 1296).

d. If an adequate remittance accompanied the request, the action office completes the request, prepares DS-1072 (see section 2 FAM 1297), and sends both the completed request and form to the Authentication Office for release to the requester.

2 FAM 1295.6 Unsuccessful Searches for Information or Records

(TL:GEN-1023; 03-28-1968)

Requests for searching, copying, or authentication of records of the Department, which result in unsuccessful searches, are answered by the action office. Replies containing the information are prepared (in original and blue copy) and sent directly to the requester if no funds accompanied the requests. When funds have been received in the Department for the anticipated service, the reply must be forwarded to the Authentication Office for the necessary refund due the requester (see section 2 FAM 1295.2e).

2 FAM 1296 FORM DS-1071, NOTICE OF REQUIRED DEPOSIT FOR DOCUMENTATION OR INFORMATION RELATING THERETO

2 FAM 1296.1 Preparation of Form DS-1071

(TL:GEN-1023; 03-28-1968)

The action office (section 2 FAM 1295.1) prepares DS-1071 in quadruplicate. (See 2 FAM 1296 Exhibit 1296.1.)

2 FAM 1296.2 Distribution of Form DS-1071

(TL:GEN-1023; 03-28-1968)

Form DS-1071 is distributed as follows:

- a. The original and triplicate are sent to the requester.
- b. The duplicate is forwarded to the Authentication Office as an information copy, pending return of the original by the requester.
- c. The quadruplicate is retained as a file copy,

2 FAM 1297 FORM DS-1072, NOTICE OF COMPLETED ACTION

2 FAM 1297.1 Preparation of Form DS-1072

(TL:GEN-1023; 03-28-1968)

The action office (section 2 FAM 1295.2) prepares DS-1072 in quadruplicate. (See 2 FAM 1297 Exhibit 1297.1.)

2 FAM 1297.2 Distribution of Form DS-1072

(TL:GEN-1023; 03-28-1968)

Form DS-1072 is distributed as follows:

- a. The original, duplicate, and triplicate are sent to the Authentication Office.
- b. The quadruplicate is retained as a file copy.
- c. The Authentication Office completes, signs, and forwards the original and any accompanying documents to the requester.

d. The duplicate is used by the Authentication Office, when necessary, to initiate a refund to the requester (see section 2 FAM 1295.2 e).

e. The triplicate is retained by the Authentication Office as its file copy.

2 FAM 1298 AND 1299 UNASSIGNED

2 FAM 1296 Exhibit 1296.1

(TL:GEN-1023; 03-28-1968)

DS-1071, NOTICE OF REQUIRED DEPOSIT FOR DOCUMENTATION OR INFORMATION RELATING THERETO

DEPARTMENT OF STATE			
NOTICE OF REQUIRED DEPOSIT FOR DOCUMENTATION OR INFORMATION RELATING THERETO			
TO: Mr. John Doe 444 Fifth Avenue New York City, New York		ADDRESS REPLY TO: Authentication Officer Department of State Washington, D.C. 20520	
Your request dated July 3, 1968, for documentation, based on records of the Department of State, is of the type for which a Schedule of Fees has been prescribed and published in the Federal Register (22 CFR 21.1, as amended). The instructions below indicate the deposit, or additional deposit, required before the Department can comply with your request.			
SCHEDULE OF FEE ITEM NO.		SERVICE AND FEE PRESCRIBED	NO. OF SERVICES ESTIMATED FEE
1. a.		Searching and copying service (For first page, \$2.00)	2 4.00
b.		Copying service (For each additional copy of first page for 25 copies or less, for each copy of the second page for 25 copies or less, for each additional page for 25 copies or less, \$60)	10 6.00
c.		For each copy in excess of the 25 copies of each page (\$20)	
2.		For signed statement of negative result of search for a record (\$1.00 each)	
3.		Authentication of Department prepared document(s) (For each authentication, \$1.00)	2 2.00
4.		Authentication of document(s) submitted to Department (For each authentication, \$2.50)	
		Total estimated fee to be deposited	12.00
		Amount previously remitted	8.00
		Balance due	4.00
The fee cannot be estimated accurately in advance. Submit minimum deposit of			
Remittance may be by cash, postal money order, check or bank draft drawn on a bank in the continental United States, payable to the order of the Department of State. When the work is completed, the actual fee due will be computed. If the deposit exceeds the fee, the excess will be refunded. If the deposit is insufficient, you will be required to remit the balance due before the product of the service can be released to you.			
Your request dated _____ for documentation, based on records of the Department of State, is held pending the receipt of your statement showing one or both of the following, as checked:			
<input type="checkbox"/> The nature of the documents desired; <input type="checkbox"/> Your reasons for requesting the documents.			
YOU SHOULD RETURN THE ORIGINAL OF THIS FORM TO THE AUTHENTICATION OFFICER, DEPARTMENT OF STATE, WASHINGTON, D.C. 20520, WITH THE REMITTANCE AND/OR STATEMENT INDICATED ABOVE.			
Service No.: 456		Date: July 10, 1968	
Symbol of Issuing Office: SCA:SCS			
(THIS SPACE FOR USE OF THE DEPARTMENT OF STATE)			
Received by _____		Amount of original deposit received \$ _____	
Date _____		Amount of additional deposit received \$ _____	
Service Number _____			

FORM 9-62 DS-1071

Distribution of Copies:
Original - For requester.
Duplicate - For Authentication Office file.
Triplicate - For requester.
Quadruplicate - For action office file.

2 FAM 1297 Exhibit 1297.1

(TL:GEN-1023; 03-28-1968)

DS-1072, NOTICE OF COMPLETED ACTION

DEPARTMENT OF STATE NOTICE OF COMPLETED ACTION			
TO: Mr. John Doe 444 Fifth Avenue New York City, New York		ADDRESS REPLY TO: Authentication Officer Department of State Washington, D.C. 20520	
The action on the services which you requested on July 3, 1968, has been completed. The itemized statement below indicates the exact fee for this work, credit for previous remittance, and refund (if any) due you. The Schedule of Fees prescribing the indicated fees is published in the Federal Register (22 CFR 21.1, as amended).			
SCHEDULE OF FEE ITEM NO.	SERVICE AND FEE PRESCRIBED	NO. OF SERVICES	ACTUAL FEE
1. a.	Searching and copying service (For first page, \$2.00)	1	2.00
b.	Copying service (For each additional copy of first page for 25 copies or less, for each copy of the second page for 25 copies or less, for each additional page for 25 copies or less, \$.60)	3	1.80
c.	For each copy in excess of the 25 copies of each page (\$20)		
2.	For signed statement of negative result of search for a record (\$1.00 each)	1	1.00
3.	Authentication of Department prepared document(s) (For each authentication, \$1.00)		
4.	Authentication of document(s) submitted to Department (For each authentication, \$2.50)		4.80
Total fee for documentation			4.80
Amount previously remitted			
Refund due			
The service which you requested is enclosed. If a refund of \$1.00 or more is due and is indicated above, it will be forwarded under separate cover in approximately thirty days. Any excess under \$1.00 will not be refunded except on receipt of a written request.			
Service No. 456		Authentication Officer	
Symbol of Issuing Office: SCA:SCS		For Authentication Office use only.	
Date: July 12, 1968			
(THIS SPACE FOR USE OF THE DEPARTMENT OF STATE)			
Balance due received \$			
Received by			
Date			
LETTER DS-1072 9-62			

Distribution of Copies:

Original - For requester.
Duplicate - For Authentication Office use.
Triplicate - For Authentication Office file.
Quadruplicate - For action office file.